

# How To Convert Outlook PST To PDF Format Manually

PST is the best file format of MS Outlook used to store emails or other information. It stores all data like calendars, contacts, journals, etc. But if you don't have an MS Outlook application you can't access these files. So in these situations, users need to convert Outlook PST to PDF with attachments because PDF is the one of most used file formats compared to PST. Also, the PDF file format is comfortable to store data or files in electronic images which is very helpful for printing and sharing with others.

Now, we learn the best methods to convert PST to PDF online but before that let's know why we need free PST to PDF conversion.

## Main Reason to Convert PST File to PDF File Format

If we see the factors for converting PST to PDF then there are so many reasons. Here we discuss some important points that are disclosed below.

- We can easily access PDF files.
- It is more secure than a PST file.
- You can't view a PST file without an Outlook application. which is the common negative factor of PST files.
- If you don't have an Outlook account and want to see PST files, then you need to convert PST to PDF.

Above mentioned points is the common reason to export PST files to PDF files. After knowing the importance of the conversion of PST to PDF, people are wondering **How do I convert a PST file to PDF?** So let's know the best and simple methods for bulk conversion of PST to PDF.

## Best and Simple Methods to Convert Outlook PST To PDF

There are several methods for Outlook to PDF file conversion. Here we will learn two main techniques, one is the manual approach which helps users to convert PST to PDF using MS Outlook and another is professional methods. Let's know both methods briefly.

## Manual Methods to convert PST to PDF Files

When we use manual methods to migrate PST files to PDF files, then having an MS Outlook application is compulsory. You can follow the steps for this conversion.

1. Launch Outlook and provide login credentials, then select the Mail you want to convert.
2. Now select the File tab from the left side of your screen.
3. Select the Print option from the left panel.
4. Press the Print button.
5. At last, provide a name to save files, then hit the Save button.

As you click on the Save button, your conversion of PST files to PDF files is complete and will save on your system. You can access these files in the name that you gave.

## Professional Methods or Expert's Choice

To convert Outlook PST to PDF with professional techniques, you need a well-known third-party utility like **CloudMigration** [PST File Converter](#). This is the most trusted and reliable software and provides options to convert all Outlook PST files without any file corruption. It is user-friendly and provides so many advanced and innovative features. Also, This utility offers a free trial version to analyze its features. Some of the important features are mentioned below.

### Innovative Key Features of this tool -

- It converts all mailbox data of PST to PDF, MSG, EML, OST, MBOX, CSV, HTML, etc.
- You can preview all files before conversion.
- Export PST files to Gmail, Office 365, AOL Mail, Yahoo, Thunderbird, Opera Mail, etc.
- It Provides mail and task filters.
- It removes duplicate emails.
- Maintains data integrity and keeps data secure.
- Simple and attractive GUI for a better experience.
- Works on all versions of windows.

## Final Words

In this article, we discussed How to convert Outlook PST to PDF format manually and also you will get answers to questions like How do I bulk convert Outlook emails to PDF? Here mentioned both approaches manual and professional. Manual techniques have some limitations. So I recommend you go with the professional method to bulk convert PST to PDF with 100% accuracy.

